



WASHINGTON STATE DEPARTMENT OF LICENSING

Management Analyst 1 – Design, Funeral, Cemetery

Business and Professions Division

Based in Olympia, Washington

Pay Range 43: \$2,855 – 3,756/month (DOQ)

Closes: February 16, 2010

MISSION

One vision, one voice - working together for a safer Washington

VISION

Great people, great service - excellence every time.

ABOUT DOL

◇DOL is the 2nd largest revenue generating agency in the state collecting over \$1.9 billion annually in fees and taxes on fuel and vehicle related services. More than 85 percent of state funding for Washington's transportation typically comes from revenue DOL collects on behalf of the state.

◇DOL employs more than 1,300 people in various locations throughout the state of Washington.

To learn more about DOL check out our [website](#).

WHY WORK AT DOL?

At DOL we hire the brightest and most committed people that we can get our hands on. Some of the benefits of working at DOL are:

◇Great people and great leadership equal a great place to work! DOL employees are some of the finest that state government has to offer. We enjoy a reputation of being an industry leader. We make sure each employee is treated fairly and knows how their position contributes to the agency's mission: *One vision, one voice – working together for a safer Washington.*

◇We care about and take care of our employees! DOL employees also have access to the [Employee Assistance Program](#) that assists employees and their family members resolve personal or work-related problems at no cost to the employee.

◇Work life balance. DOL realizes that employee satisfaction leads to improved organizational performance. With up to 12-22 days of paid vacation, 12 days of paid sick leave, 11 paid holidays, and paid military/civil leave, you'll have time to focus on what's most important to you, both in and outside of the workplace.

THE OPPORTUNITY

The Management Analyst 1 (MA1) is overtime eligible and assists management and other staff in coordinating and implementing activities of new projects and in reaching established performance objectives.

This position serves as the intake coordinator in tracking complaints regarding assigned programs and Boards and assisting staff in resolving issues. In addition to tracking complaints and concerns, the incumbent will support assigned programs by tracking and reporting progress toward performance goals and provides feedback and recommendations regarding trends in data reported. The MA1 provides back up support for the section's budget development, fee template maintenance and legislative activities.

Assigned Programs include; Architects, Cemeteries, Funeral Directors and Embalmers, Geologists, and Landscape Architects and associated regulatory boards.

WORKING CONDITIONS

Incumbent must be agreeable to the following in order to perform the duties of this job.

- Work hours beyond 40 per week when necessary to meet business objectives.
- Flexibility to adjust work schedule to accommodate evening and weekend Board meetings on occasion.
- Statewide travel in a state vehicle or personal vehicle (driver licensing requirements apply) with some overnight stays

REQUIRED QUALIFICATIONS (You must address these specifically in your letter and résumé to be considered):

- Two years or more experience using computer programs such as MS Word, Excel, Outlook including Calendar), and Access
- One year or more experience working with State budget development staff or budget development experience in public service.

DESIRED QUALIFICATIONS:

- Two years or more experience using data and information in clear and rational thought processes to assess and understand issues, evaluate options and form accurate conclusions.
- Experience analyzing proposed legislation including fiscal impact.
- Experience using DOL specific Venture, Complaint Tracking System, Investigations Tracking System and Legislative Systems.



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◇ [Quality healthcare and dental coverage for you and your dependents.](#) With four affordable healthcare plans and three free of charge dental plans to choose from, you'll be able to choose the insurance that best fit the needs of you and your dependents.

◇ [Retirement](#) and savings plans. At DOL we acknowledge that planning your financial future is important to you. DOL employees have the option of choosing between two employer match retirement plans and an optional [deferred compensation plan](#) that can be invested how you choose.

◇ [Life insurance](#) coverage.

◇ [Long term disability](#) insurance.

◇ Optional [flexible spending account](#).

◇ Optional [long term care insurance](#).

◇ Optional [discounted auto and home insurance](#) plans.

DIVERSITY

The Washington State Department of Licensing celebrates a diverse workforce. It is our policy to provide equal opportunity in all terms and conditions of employment. We encourage all qualified persons, including members of protected groups under applicable state or federal law, to apply for our open positions.

Persons with disabilities who need assistance in the application process or those needing this announcement in an alternate format may call (360) 664-1510 or TTY (360) 664-9492.

APPLICATION INSTRUCTIONS

To apply for this position, e-mail the following to HRrecruit@dol.wa.gov with a subject line of "**10-032G -MA1**".

Failure to include all requested materials may result in disqualification.

1. A written explanation describing how your skills and experience meet the REQUIRED and DESIRED QUALIFICATIONS listed in this announcement.
2. Your chronological resume depicting work experience and/or education that support your letter of interest.
3. A list of at least 3 professional references including names, professional titles, and current phone numbers.

NOTES

The act of submitting application materials is considered affirmation that the information provided is complete and truthful. Prior to any new appointment into DOL, a background check will be conducted.

This position is in a collective bargaining unit and as a condition of employment you will be required to become a union member or pay a fee as outlined in the Master Agreement.

This candidate pool certified for this recruitment may be used to fill similar vacancies for up to six months.